CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

WARDSAUTO.
Interiors Conference.

EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **Friday, May 25, 2018**. Use of outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form by **May 25, 2018**. Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of $1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of $250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

If the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, ie: utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:		Booth Number:	
Exhibitor Contact:		Telephone:	
Signature:		Date:	
Type of Work to be Performed:			
Exhibitor Appointed Contractor:			
Address:			
Email Address:			
Phone Number:		Fax Number:	
City:		State:	Zip:
Contractor Contact Name:			
Telephone:			

CSS will only accept this form if it is signed by the exposition contact (the Exhibitor)

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.

Visit us at **www.convshow.com** for fast and easy online order processing.